

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB04-40

Date: September 16, 2004

Expiration Date: 6/30/05

69:136:lh:8645

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF NEW FINANCIAL REPORTS

The purpose of this bulletin is to inform all subrecipients of Workforce Investment Act (WIA) funding of changes to the financial reports. Samples of these forms are included as attachments for informational purposes only and are not to be used.

The first form (*Attachment 1*) is a revised version of the "WIA Summary of Expenditures" report used in the past to report expenditures for WIA formula funds (except youth), National Emergency Grants, any Special Grants and all projects funded from the 15 percent and 25 percent accounts. This latest modification enables the reporting of training payments and training services as identified in Sections V, and VI of the modified report.

The second form (*Attachment 2*) was developed to report Rapid Response *required* and *allowable* activities. Last year, funds were provided in separate grant codes for required versus allowable Rapid Response activities. This year, Local Workforce Investment Areas have the flexibility of using one grant code and expending the funds as locally determined between required and allowable Rapid Response activities. This form is only used when reporting financial information for grant codes 525, 526, 540, and 541.

Beginning with the September 30, 2004, report quarter, these two forms will be available in the Job Training Automation (JTA) system. The WIA Directive WIAD03-8, "Quarterly and Monthly Financial Reporting Requirements," is being updated with the new information on the two reports and is scheduled for release prior to the September 2004 quarterly report period. Updates to the directive will include the modified/new reporting forms along with line item instructions and definitions.

Commencing with the October 2004, monthly report period (filings on November 20, 2004), these modified/new reports must also be used when filing monthly financial data. Any subrecipient without access to the JTA system will be able to obtain the forms through the attachments included with the updated directive.

If you have questions on the financial reports, please contact Marie Gastelum at (916) 653-0521 or Martha Overman at (916) 657-2744, both of the Financial Management Unit, or your assigned Regional Advisor/Program Manager. For JTA questions please contract the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER Chief Workforce Investment Division

Attachments

	Subgrantee Code:		Report Type:			
Grant Code:		Title I/Project Name				
Grant Term:		Report Period:				
I. SUBGRANT I	NFORMATION					
 Year of Apple 	propriation					
2. Report Rev	ision Number					
Subgrant/C	Subgrant/Contract Number					
Subgrant T	erm From:					
· ·	To:					
Total Allotn	nent			\$		
6. Closeout R	eport (N/C)		-	'		
	NDITURES (Admin + F	Program)		\$		
	TIVE EXPENDITURES			·		
	tive Cash Expenditures			\$		
	•	.00		<u> </u>		
	Administrative Accrued Expenditures TOTAL ADMINISTRATIVE EXPENDITURES			 \$		
3. TOTAL AD	VIVIINIS I RATIVE EXPER	NDITUKES		φ		
	ORTABLE ITEMS (ADM	IIN)				
1. Non-Fed Su	upp (Stand-in)			\$		
2. Unliquidated Obligations				\$		
3. Program In	3. Program Income Earned			\$		
_	come Expended			\$		
	E EXPENDITURES (PR	OGRAM)				
V. GOMGEATIVE	E EXI ENDITORES (I II	Cash	Accrued	Total		
		Expenditures	Expenditures	Expenditures		
		=xportaitares	27(50)101(0)			
1 Core Self S	ervices			.5		
1. Core Self S				\$ \$		
2. Core Reg S	Services			\$		
2. Core Reg S 3. Intensive Se	Services ervices			\$		
2. Core Reg S 3. Intensive So 4. Training Se	ervices ervices rvices			\$ \$ \$		
2. Core Reg S 3. Intensive Se 4. Training Se A. Training	ervices ervices rvices Payments			\$ \$ \$		
2. Core Reg S 3. Intensive Se 4. Training Se A. Training B. Other Tr	ervices ervices rvices			\$ \$ \$ \$		
2. Core Reg S 3. Intensive Se 4. Training Se A. Training B. Other Training 5. Other	ervices ervices rvices Payments aining Services	\$	4	\$ \$ \$ \$ \$		
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2. Core Reg S 3. Intensive Se 4. Training Se A. Training B. Other Tr 5. Other 6. TOTAL PROGE VI. OTHER REPO 1. Non-Fed Se 2. Unliquidate A. Unliquidate A. Unliquidate C. Unliquidate A. Unliquidate VII. COMMENTS VIII. CERTIFICATI	ervices ervices rvices Payments aining Services RAM EXPENDITURES ORTABLE ITEMS (PRO upp (Stand-in) d Obligations ated Obligations-Core/Ir ated Obligations-Trainin ated Obligations-Other come Earned come Expended	ntensive Services g Payments/Serv	ices	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$		
2. Core Reg S 3. Intensive Se 4. Training Se A. Training B. Other Tr 5. Other 6. TOTAL PROGE VI. OTHER REPO 1. Non-Fed Se 2. Unliquidate A. Unliquidate A. Unliquidate C. Unliquidate 3. Program Int 4. Program Int VII. COMMENTS	ervices ervices rvices Payments aining Services RAM EXPENDITURES DRTABLE ITEMS (PRO upp (Stand-in) d Obligations ated Obligations-Core/Ir ated Obligations-Trainin ated Obligations-Other come Earned come Expended	OGRAM) Intensive Services	ices	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$		

			Report Type:		
			Title I/Project Name		
Grant Term:		Report Perio	od:		
I. SUBGRANT INFORMATION					
Year of Appropriation					
2. Report Revision Number					
3. Subgrant/Contract Number					
4. Subgrant Term From:					
To:				Φ.	
5. Total Allotment				\$	
6. Closeout Report (N/C)	- D			Φ.	
II. TOTAL EXPENDITURES (Admi	n + Progra	im)		\$	
III. ADMINISTRATIVE EXPENDITU	_				
 Administrative Cash Expendit 				\$	
•	Administrative Accrued Expenditures		\$		
3. TOTAL ADMINISTRATIVE EX	(PENDITU	RES		\$	
IV. OTHER REPORTABLE ITEMS (ADMIN)				
1. Non-Fed Supp (Stand-in)	•			\$	
2. Unliquidated Obligations	, , ,			\$	
3. Program Income Earned		•		\$	
4. Program Income Expended				\$	
V. CUMULATIVE EXPENDITURES	(PROGRA	(M)			
		Cash	Accrued	Total	
		Expenditures	Expenditures	Expenditures	
1. 25% Rapid Response Required Activ	rities	\$	\$	\$	
2. 25% Rapid Response Allowable Activ		\$	\$	\$	
3. TOTAL PROGRAM EXPENDI	TURES	\$	\$	\$	
VI. OTHER REPORTABLE ITEMS (PROGRA	VI)			
 Non-Fed Supp (Stand-in) 				\$	
Unliquidated Obligations				\$	
 a. Unliquidated Obligations for 25% RI 	•			\$	
b. Unliquidated Obligations for 25% RI	R Allowable A	Activities		\$	
3. Program Income Earned				\$	
Program Income Expended				\$	
VII. COMMENTS					
VIII.CERTIFICATION					
1. Name 2. Title)	3. Phone Num	ber		
4. Contact Name 5. Con	tact Title	6. Phone Num	ber 7. Date S	submitted	